Hartman Condominium Association

Resident Moving Regulations…Revised effective 2/22/16

Pursuant to the authority granted to it in Article II, Sections 10(g), 10(m), and 10(r) and Article IV, Section 2 of the Bylaws, the Board of Directors has adopted these Resident Moving Regulations. Unit Owners are to adhere to Rules and Regulations concerning move-in and move-out activity for the building. Unit Owner-Landlords are required to communicate and enforce these Resident Moving Regulations to their tenants. The Association reserves the right to issue an enforcement assessment for violations by Unit Owners or tenants as set forth herein.

Purposes of these regulations include, but are not limited to, the following:

- ✓ Repair damage to the building
- ✓ Cover overhead costs incurred by the Association as a result of move-ins and move-outs
- ✓ Maintain a quiet environment
- ✓ Promote efficient and expedient moves

1. **Unit Owners are to coordinate moves with the property manager seven (7) days in advance (Robin Bollinger, 614-799-9800 ex 14, or rbollinger@casebowen.com).**
   - An estimated start and finish time must be given to the property manager.
   - The Unit Owner is responsible to inform the Property Manager in writing of the new tenant name(s), contact information and lease term within thirty (30) days of the first day of the lease term.
   - New owner/resident is to inform the Property Manager if they would like to be added to the Hartman Group Site at this time.
   - Move-ins, make sure the Property Manager has the correct contact information that you want put in the call boxes (located at the front and rear doors) at this time.
2. A fee of $35.00 must be paid to The Case Bowen Company, 48 hours prior to all move in/out. The $35.00 fee is a non-refundable fee that covers the overhead costs and costs to repair damage to the Common Elements, including normal wear and tear, incurred by the Association as a result of move-in and move-outs.
3. Unit Owner or tenant must be present for the move-in/out.
4. All vendors hired by the Unit Owner or tenant, performing work in common areas must **provide a certificate of insurance, including a copy of Ohio Worker's Compensation certificate in advance.** The additional insured clause is to read as follows: Hartman Condominium Association.
5. Moves/deliveries must be made through the front doors only. You are required to bag the parking meters with the City of Columbus Permit Department at 614-645-7497.
   - For the safety of the building, NO entrance doors are to be blocked open and unattended for any reason. Any apparatus used to hold the doors open, such as bungee cords, are prohibited.
6. Only one move is permitted at a time. Moves are not permitted during the following times and on all major holidays:
   - **Not before 8:00 AM or after 9:00 PM, Monday through Friday**
   - **Not before 10:00 AM or after 6:00 PM, Saturday and Sunday**
7. Repairs as a result of a move will be assessed to the Unit Owner. NOTE: Only the freight elevator is permitted for all moves. Any damage caused to the freight elevator, elevator lobby, residential corridor, etc. will be at the responsibility of the Unit Owner.
8. Boxes and crates must be broken down and disposed of by the Unit Owner/tenant or the moving company.
9. **Violation of any of these rules may result in the levying of a $250.00 enforcement assessment to the Unit Owner in the manner proscribed by O.R.C. 5311.081(C) and Article XV(B) of the Declaration.** If a tenant violates these regulations, then the Unit Owner-Landlord will be subject to the $250.00 enforcement assessment. If an incoming Unit Owner violates these regulations, then the incoming Unit Owner will be subject to the $250.00 enforcement assessment.
10. The Unit Owner or renter is responsible to coordinate and accommodate the services for utilities.

Please contact the Property Manager, Robin Bollinger (rbollinger@casebowen.com), The Case Bowen Company for answers to any additional questions you may have.